

10-28-1982

Board of Trustees Minutes, October 28, 1982

Eastern Washington University

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Agenda

Board of Trustees Eastern Washington University

October 28, 1982

9:00 a.m., Pence Union Building, Council Chambers

I. Briefing Session

II. Presidents' Reports

- A. Dr. H. George Frederickson
- B. Dr. Lula Schroder, President, Faculty Organization
- C. Mr. Dave Rudy, President, Associated Students
- D. Mr. Ray Liberg, President, Alumni Association
- E. Ms. Maureen Micklich, Director, EWU Foundation

✓ III. Consent Items

- A. Approval of Minutes of regular meeting of Sept. 23, and special meetings of Oct. 4 & 5 (Attachment III.A.)

IV. Policy Issues

A. Business & Finance

- ✓ 1. Award of Public Works Contract Kennedy Library Handicapped Access Improvements (Attachment IV.A.1)
- ✓ 2. Request for Transfer of A.S. Funds (Attachment IV.A.2.)

B. Policies & Procedures

- ✓ 1. WAC 172-180-020, Delegation of Appointing Authority Power (Attachment IV.B.1.)

V. Information Items

- ✓ A. General University Requirements (Attachment V.A.)
- ✓ B. Contractor's Minority Employment Report (Attachment V.B.)
- ✓ C. Contracts Awarded Under \$17,500 (Attachment V.C.)
- ✓ D. Management Reporting System
 - 1. Quarterly Reports (Summer 1982) (Attachment V.D.1.)

- ✓ 2. Quarterly Audit Follow-up (Attachment V.D.2.)
- ✓ 3. University Conferences (Attachment V.D.3.)
- ✓ 4. Housing (Attachment V.D.4.)
- ✓ 5. Student Employment Follow-up (Attachment V.D.5.)

E. KEWU FM Station

- ✓ F. Appeals & Grievance Procedure (Attachment V.F.)

VI. Old Business

VII. New Business

VIII. Executive Session

An executive session will be called
for the purpose of discussing
personnel matters.

IX. Personnel Actions (Attachment IX.)

The next regular meeting of
the Board of Trustees will be
held on November 18, 1982, at
9:00 a.m. in the PUB Council
Chambers.

EASTERN WASHINGTON UNIVERSITY

Board of Trustees
Minutes
October 28, 1982

The regular meeting of the Board of Trustees of Eastern Washington University was held on October 28, 1982, at 9:00 a.m. in the Pence Union Building Council Chambers.

BOARD MEMBERS PRESENT

Mrs. Eleanor Chase, Chairwoman
Mr. Bert Shaber, Vice Chairman
Mr. Andrew P. Kelly

BOARD MEMBERS ABSENT

Mr. Fred Enlow
Mr. James Ray

STAFF PRESENT

Dr. H. George Frederickson, President
Mr. Kenneth R. Dolan, Secretary, Board of Trustees
Mr. Mark Cassidy, Assistant Attorney General
Dr. Duane Thompson, Vice President & Provost for Academic Affairs
Dr. Gordon Martinen, Vice President for Extended Programs
Dr. Steve Christopher, Professor, Psychology
Dr. Thomas Pyle, Director, Institutional Research
Ms. Maureen Micklich, Director, University Foundation
Mr. Richard Flamer, Provost for Student Services
Mr. Robert Graham, Director of Facilities
Mr. Don Manson, Assistant Director of Facilities
Mr. William Kidd, Assistant Provost, Faculty Development
Dr. Vince Stevens, Dean, Health Sciences
Mr. Ivan Zarling, Director, Personnel
Dr. Daryl Hagie, University Ombudsman
Ms. Colette Ocheltree, Chairman, WFSE
Mr. Terry Maurer, Director, News Services
Dr. Charles Baumann, University Librarian
Ms. Judy Samples, Admin. Assistant, Planning & Budgeting

STUDENTS PRESENT

Mr. Dave Rudy, President, Associated Students
Mr. Steve Zander, Finance Vice President

MEDIA PRESENT

Ms. Mari Perotti, Cheney Free Press

BRIEFING SESSION

The briefing session began at 9:05 a.m. Vice President Gordon Martinen updated the board on the status of KEWC.

BUSINESS MEETING

Chairwoman Chase called the business meeting to order at 10:10 a.m.

PRESIDENTS' REPORTS

Presidents' reports were given by EWU President H. George Frederickson; Mr. Dave Rudy, President of the Associated Students; Dr. Lula Schroder, President of the Faculty Organization; and Ms. Maureen Micklich, Director of the EWU Foundation.

MINUTES OF THE REGULAR MEETING OF SEPTEMBER 23, AND SPECIAL MEETINGS OF OCTOBER 4 & 5, Agenda Item III.A.

Motion #10-01-82: "I move that the minutes of the regular meeting of September 23, and special meetings of October 4 & 5 be approved."

Motion by Mr. Kelly, seconded by Mr. Shaber, approved unanimously.

AWARD OF PUBLIC WORKS CONTRACT, KENNEDY LIBRARY HANDICAPPED ACCESS IMPROVEMENTS, Agenda Item IV.A.1.

Motion #10-02-82: "I move that the contract for the Kennedy Library Handicapped Access Improvements be awarded to Turn-Key, Inc., of Spokane."

Motion by Mr. Kelly, seconded by Mr. Shaber, approved unanimously.

The total value of the contract is estimated to be \$47,000.

TRANSFER OF A.S. FUNDS, Agenda Item IV.A.2.

Motion #10-03-82: "I move that the board establish the special reserve account for the A.S., according to the conditions as set forth in the attachments."

Motion by Mr. Kelly, seconded by Mr. Shaber, approved unanimously.

DELEGATION OF APPOINTING AUTHORITY POWER, WAC 172-180-020, Agenda Item IV.B.1.

Chairwoman Chase announced an open meeting as required by the Administrative Procedures Act. All parties interested in commenting on the proposed rule changes had been notified in writing in accordance with the requirements of the APA.

Motion #10-04-82: "I move that the proposed revisions to WAC 172-180-020, Delegation of Appointing Authority Power, be approved."

Motion by Mr. Kelly, seconded by Mr. Shaber, approved unanimously.

INFORMATION ITEMS, Agenda Item V.

All matters under Agenda Item V. are informational only. Mr. Bert Shaber asked that the results of the financial aid audit be made available when the audit is completed.

Dr. Lula Schroder stated that she was confident that the Appeals & Grievance Procedure revision would not be seriously delayed as a result of the action taken by the Rules Committee of the Academic Senate. Board members expressed concern and suggested that other universities' appeals procedures be reviewed to determine if they might be easily modified to meet Eastern's needs. Mr. Mark Cassidy of the Attorney General's office is now in the process of gathering and reviewing appeal and grievance procedures at other colleges and universities within the state of Washington.

OLD BUSINESS, Agenda Item VI.

There was no old business for the board.

NEW BUSINESS, Agenda Item VII.

There was no new business for the board.

EXECUTIVE SESSION, Agenda Item VIII.

Chairwoman Chase called an executive session at 11:35 a.m. for the purpose of discussing personnel matters. She called the meeting back into regular session at 12:05 p.m.

PERSONNEL ACTIONS, Agenda Item IX.

Motion #9-05-82: "I move that the personnel actions, as submitted, be approved."

Motion by Mr. Shaber, seconded by Mr. Kelly, approved unanimously.

ADJOURNMENT

Chairwoman Chase adjourned the meeting at 12:10 p.m.

NEXT MEETING DATE

The next regular meeting of the Board of Trustees will be held on Thursday, November 18, 1982, at 9:00 a.m. in the PUB Council Chambers.

Eleanor Chase, Chairwoman
Board of Trustees

Kenneth R. Dolan, Secretary
Board of Trustees

Memo



To: H. George Frederickson, President

From: Russ Hartman, Vice President for Administration *RH*

Date: October 28, 1982

Subject: Award of Contract for Kennedy Library Handicap Access Improvements

Based on lowest responsive bid and satisfactory compliance with bidding instructions, it is recommended that a contract be awarded to Turn-Key Incorporated for construction of handicapped access improvements.

Total cost of the project including architect/engineering fees, tax, inspection, etc., is estimated to be \$47,000, which is within our present allotment of \$52,799.

ks:8 F

PUBLIC WORKS CONTRACT AWARD

PROJECT: Kennedy Library Handicapped Access Improvements

PROJECT NUMBER: ES-82-06

DESCRIPTION: This project will provide several access improvements at the main entrance to the J.F.K. Library which primarily include automatic sliding doors and a revised security detection system. These improvements will reduce physical barriers presently experienced in this facility.

FUNDING: Funding for this project is provided by the Capital Projects' Handicapped Access Reappropriation budget.

ARCHITECT'S PROJECTED CONSTRUCTION COST: \$34,500

BID TABULATION

<u>Bidders</u>	<u>Base Bid Amounts</u>	<u>Rank</u>	<u>Total Staff</u>	<u>Minority Status</u>	
				<u>Minorities</u>	<u>Percent</u>
Turn-Key Incorporated, Spokane	\$37,543	1	29	13	45
Hamre Construction, Inc., Spokane	\$45,870	2	8	*2	25

* Minority employees status based upon September manpower report.

RECOMMENDATION: It is recommended that a Public Works Contract be awarded to the apparent low bidder, Turn-Key Incorporated.

BIDDER'S TOTAL MANPOWER REPORT

FIRM TURN-KEY INCORPORATED PROJECT KENNEDY LIBRARY HANDICAPPED ACCESS IMPROVEMENT, EWU, CHENEY
 REPORTING DATE USED October 1982 Project No. ES-82-06

EEOC JOB CLASSIFICATION	TOTAL WORKERS (includes Minority Workers)		MINORITY WORKERS			
	MEN	WOMEN	BLACK	ASIAN AMER.	NATIVE AMER.	SPANISH SURNAME
1) Officials and Managers	2	0	0	0	0	0
2) Professionals	1	0	0	0	0	0
3) Technicians	3	0	1	0	0	0
4) Sales	1	0	0	0	0	0
5) Office and Clerical	0	2	0	0	0	0
6) Craftsmen (skilled)	15	0	0	0	12	0
7) Operatives (semi-skilled)	0	0	0	0	0	0
8) Laborers (unskilled)	0	0	0	0	0	0
9) Service Workers	0	0	0	0	0	0
10) Apprentices	5	0	0	0	X	0
TOTAL	27	2	1	0	12	0

Signed Contractor agreement to participate in Spokane Area Hometown Plan.

Check one: Yes ☒ No ☐


 Signature of Reporting Official

Gerald E. Johnson, President

Title of Reporting Official

INSTRUCTIONS: A completed Bidder's Total Manpower Report shall be submitted as a part of the Contractor's bid package. The Contractor shall report his total employment for a designated day during a period that does not exceed two (2) calendar weeks prior to the formal published date for receipt of bids by the Owner. The date of the designated day used by the Contractor in reporting his total employment shall be reported on the line headed "Reporting Date Used."

BIDDER'S YEARLY EMPLOYMENT REPORT

FIRM TURN-KEY INCORPORATED DATE SUBMITTED 10/82

SIGNATURE OF REPORTING OFFICIAL Gerald E. Johnson TITLE President

PRIOR 12 MONTHS PERIOD		TOTAL WORKERS (includes Minority Workers)		MINORITY WORKERS (Include in Total Workers)			
MONTH	YEAR	MEN	WOMEN	BLACK	ASIAN AMER.	NATIVE AMER.	SPANISH SURNAME
October	1981	18	2	0	0	0	0
November	1981	17	2	0	0	0	0
December	1981	13	2	0	0	0	0
January	1982	12	3	1	0	0	0
February	1982	12	3	1	0	0	0
March	1982	12	3	1	0	0	0
April	1982	14	3	1	0	0	0
May	1982	19	2	1	1	0	0
June	1982	25	2	1	1	0	0
July	1982	30	2	1	0	12	0
August	1982	27	2	1	0	12	0
September	1982	27	2	1	0	12	0
Current Month and Year							

INSTRUCTIONS: A Bidder's Yearly Employment Report shall be submitted with the Contractor's bid. The reporting period shall include twelve consecutive months ending with the current month. The report shall include each individual who was on the Contractor's payroll during the month.

October 5, 1982

Office of Engineering Services
c/o H. George Frederickson, President
214 Showalter Hall
Eastern Washington University
Cheney, Washington 99004

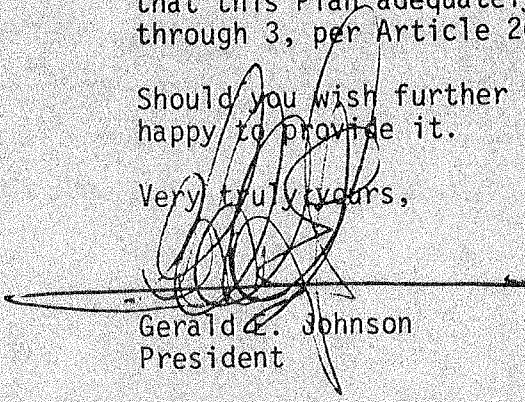
RE: AFFIRMATIVE ACTION PLAN OF TURN-KEY INCORPORATED
For Bidding Project No. ES-82-06
Kennedy Library Handicapped Access Improvements

Gentlemen:

Please be advised that we are signatory to the Spokane Plan and we believe that this Plan adequately covers all requirements of Article B.2, Items a through 3, per Article 26 of the Supplementary General Conditions.

Should you wish further information regarding this Plan, we would be most happy to provide it.

Very truly yours,



Gerald E. Johnson
President

GEJ:pjg



TURN-KEY INCORPORATED
P.O. BOX 3583 SPOKANE, WA 99220
(509) 534-6611 TU-RN-KB 265 JN
GENERAL CONTRACTORS

BIDDER'S TOTAL MANPOWER REPORT

FIRM Hamre Construction, Inc.

PROJECT Kennedy Library Handicapped
Access Improvements

REPORTING DATE USED 30 SEP 82

EEOC JOB CLASSIFICATION	TOTAL WORKERS (includes Minority Workers)		MINORITY WORKERS			
	MEN	WOMEN	BLACK	ASIAN AMER.	NATIVE AMER.	SPANISH SURNAME
1) Officials and Managers	2					
2) Professionals						
3) Technicians						
4) Sales						
5) Office and Clerical		1				
6) Craftsmen (skilled)	2					
7) Operatives (semi-skilled)	2	1		2		
8) Laborers (unskilled)						
9) Service Workers						
10) Apprentices						
TOTAL	6	2		2		

Signed Contractor agreement to participate in Spokane Area Hometown Plan.

Check one: Yes ☐ No ☒

[Signature]
Signature of Reporting Official

President

Title of Reporting Official

INSTRUCTIONS: A completed Bidder's Total Manpower Report shall be submitted as a part of the Contractor's bid package. The Contractor shall report his total employment for a designated day during a period that does not exceed two (2) calendar weeks prior to the formal published date for receipt of bids by the Owner. The date of the designated day used by the Contractor in reporting his total employment shall be reported on the line headed "Reporting Date Used."

BIDDER'S YEARLY EMPLOYMENT REPORT

FIRM Hamre Construction, Inc.

DATE SUBMITTED 10/5/82

SIGNATURE OF REPORTING OFFICIAL Peter E. Hamre

TITLE President

Peter E. Hamre

PRIOR 12 MONTHS PERIOD		TOTAL WORKERS (includes Minority Workers)		MINORITY WORKERS (Include in Total Workers)			
MONTH	YEAR	MEN	WOMEN	BLACK	ASIAN AMER.	NATIVE AMER.	SPANISH SURNAME
NOV	81	6	1				
DEC	81	6	1				
JAN	82	4	1				
FEB	82	3	1				
MAR	82	6	1				
APR	82	5	1				
MAY	82	5	1		1		
JUN	82	7	1		1		
JUL	82	5	1		1		
AUG	82	5	1		1		
SEP	82	6	2		2		
OCT	82	5	2		1		
Current Month and Year							

INSTRUCTIONS: A Bidder's Yearly Employment Report shall be submitted with the Contractor's bid. The reporting period shall include twelve consecutive months ending with the current month. The report shall include each individual who was on the Contractor's payroll during the month.

HAMRE CONSTRUCTION, INC.
GENERAL CONTRACTORS

N. 6830 HAMILTON STREET SPOKANE, WA 99208 (509) 487-8875

GOALS COMPLIANCE

Office of Engineering Services
Eastern Washington University
Cheney, Washington 99004

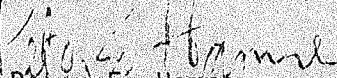
Attn: University Architect

Re: KENNEDY LIBRARY HANDICAPPED ACCESS IMPROVEMENTS
EASTERN WASHINGTON UNIVERSITY
ES 82-06

Hamre Construction, Inc. recognizes the Affirmative Action goals as outlined in Sub Article B.2, items a through e, per Article 26 of the Supplementary General Conditions. In order to meet the requirements, two basic procedures have been followed:

1. The State Employment Service has been contacted prior to hiring (we currently have a minority employee as a result).
2. A minority subcontractor list is maintained and appropriate minority subcontractors are contacted for potential prices prior to jobs bid..

HAMRE CONSTRUCTION, INC.


Peter E. Hamre
President

EWU

Memorandum

To: President H. George Frederickson
From: *Dick Flamer* Dick Flamer, Provost for Student Services
Date: October 18, 1982
Subject: ASEWU Funding Requests

I recommend approval of the ASEWU funding request as submitted.

ds

enc.

EWU

Memorandum

To: Board of Trustees

From: Stephen A. Zander, ASEWU Finance Vice President

Date: October 18, 1982

Subject: A PROPOSAL FOR ASEWU FUNDING REQUESTS

Currently, the Associated Students have in their undesignated reserve account a total of \$162,755.

Given this amount of money and the number of reasonable requests we continue to receive, the Student Government would like to entertain requests for funds throughout the year. However, this causes some problems for the Trustees, for the Student Government, and for the organizations requesting the funds.

Timing is the most important problem that arises. Most of the requests that we receive are for a modest amount and are needed for a specific project or event. And since it usually takes two weeks for the ASEWU to review and rule on a request, and an additional three to seven weeks to put an item on the Board's agenda, the total time needed to process a budget request is five to nine weeks. By this time it may be too late to develop the anticipated project or event.

In order to alleviate this problem as well as others (such as burdening the Board's agenda with twelve separate \$150 items) we propose that the Board of Trustees:

- 1) set aside a separate fund of \$30,000 from our undesignated reserves and,

- 2) authorize the ASEWU Council to approve budget requests of up to \$3,000 from this fund.

Any request of \$3,000 or more would be brought to the Board of Trustees through the present procedures. Furthermore, at the end of each academic quarter, the Student Government will submit to the Provost for Student Services a complete record of all appropriations under \$3,000 that were approved during the preceding quarter.

We believe that the proposal above, if enacted, will provide greater efficiency and flexibility in our operations, as well as relieving the Board from these routine matters.

Total Fund Balances	\$ 203,044.07
Reserve Commitment	(30,000.00)
Fund Balances Designated	<u>(10,289.00)</u>
Undesignated Fund Balances	<u>\$ 162,755.07</u>

FORM OF ORDER AND TRANSMITTAL BY INSTITUTION HAVING SINGLE HEAD

State of Washington

Eastern Washington University
(name of institution)

Administrative Order No. 82-04

(1) I, Kenneth R. Dolan, Secretary, Board of Trustees
(position)

of the Eastern Washington University
(institution)

do promulgate and adopt at Pence Union Building, Council Chambers
(place)

the annexed rules relating to:

WAC 172-180-020 DELEGATION OF APPOINTING AUTHORITY POWER

(2) ALTERNATIVE A. Use only for Adoption of Permanent Rules.

This action is taken pursuant to Notice No. 82-16-051
filed with the code reviser on July 29, 1982. These rules shall take effect:
☒ XX thirty days after they are filed with the code reviser pursuant to RCW 28B.19.050(2).
☐ at a later date, such date being _____

(2) ALTERNATIVE B. Use only for Adoption of Emergency Rules.

I, _____, find that
an emergency exists and that this order is necessary for the preservation of the public health, safety, or general
welfare and that observance of the requirements of notice and opportunity to present views on the proposed action
would be contrary to public interest. A statement of the facts constituting the emergency is:

These rules are therefore adopted as emergency rules to take effect upon filing with the code reviser.

(3) Pursuant to the requirements of WAC 1-13-040' that each order shall set forth an appropriate statement
of state statutory authority fill in statement (a), (b), or (c) as appropriate:

☐ (a) This rule is promulgated pursuant to RCW _____
and is intended to administratively implement that statute.

☐ (b) This rule is promulgated pursuant to RCW _____
which directs that the

(institution)
has authority to implement the provisions of

(name of act or RCW citation)

☒ (c) This rule is promulgated under the general rule-making authority of the

Eastern Washington University

(institution)

as authorized in RCW 28B, Section 35.120

(4) The undersigned hereby declares that the institution has complied with the provisions of the Open Public
Meetings Act (chapter 42.30 RCW), the Higher Education Administrative Procedure Act (chapter 28B.19 RCW),
and the State Register Act (chapter 34.06 RCW) in the adoption of these rules.

(5) This order after being first recorded in the order register of this institution, is herewith transmitted to the
Code Reviser for filing pursuant to chapter 28B.19 RCW and chapter 1-13 WAC.

APPROVED AND ADOPTED October 28 19 82

By Kenneth R. Dolan

Secretary, Board of Trustees
Title

AMENDATORY SECTION (Amending Resolution 78-2, filed 5/5/78)

WAC 172-180-020 DELEGATION OF APPOINTING AUTHORITY POWER. In accordance with the statutory powers referred to in WAC 172-180-010 and in accordance with the rules promulgated by the Higher Education Personnel Board, the Board of Trustees of Eastern Washington University, in accordance with the resolution adopting this WAC chapter, hereby designates the following positions, and persons occupying such positions, as appointing authorities at Eastern Washington University:

- (1) The President;
- (2) The ~~((Executive))~~ Vice President and Provost for Academic Affairs;
- (3) ~~((The Provost for Academic Affairs;~~
- ~~((4)))~~ The Vice Provost for ~~((Graduate--and--Undergraduate--Studies))~~ Academic Affairs;
- ~~((45)))~~ (4) The Vice President for Business and Finance;
- (5) The Vice President for Extended Programs;
- (6) The Provost for Student Services;
- (7) The ~~((Director of University Relations))~~ Vice President for Administration;
- (8) The Dean, College of Letters and Sciences;
- (9) The Dean, School of Fine Arts;
- (10) The Dean, School of Human Learning and Development;
- (11) The Dean, Division of Health Sciences;
- (12) The Dean, School of Business ~~((Administration))~~;
- (13) The Dean, School of Social Work and Human Services;
- (14) The Dean, School of Public Affairs;
- (15) The University Librarian ~~((44))~~; and
- ~~((45) -- The Business Manager.))~~
- (16) The Executive Assistant to the President (also the Secretary of the Board of Trustees).

GENERAL UNIVERSITY REQUIREMENTS

Program Report

In the fall of 1977 the Undergraduate Affairs Council appointed an ad hoc committee charged with the review of the existing general education program. The committee was directed to investigate the effectiveness of the program by surveying faculty, staff and student evaluations of Eastern's specific general education requirement, and by examining regional and national trends in the curriculum reform movement. The ad hoc General Education Review Committee was formed by augmenting the membership of the standing General Education Committee with representatives from all the major academic divisions of the University.

Internal surveys revealed that a large majority of the faculty and staff were dissatisfied with the structure of the existing general education program. The need for greater specificity, particularly with respect to basic skills in mathematics, experience with laboratory science, at least introductory knowledge of the cores of fundamental disciplines, and awareness of the diversity of cultures was cited. Survey of the literature in this area indicated that similar dissatisfaction with the unstructured "distribution" requirements adopted by most institutions in the 1960's and 70's existed in all parts of the country. Most colleges and universities had implemented general education programs consisting of a writing requirement and a huge array of courses loosely grouped into the three traditional categories of the humanities, natural sciences, and social sciences. Students were expected to choose a meaningful program from these, with only the minimum guidance, usually in the form of a minimum number of credits (approximately 20 quarter hours) taken in each area. Eastern was no exception: the existing program contained 332 courses, ranging from 30 in the "special option" area (primarily physical education and performing arts) to 137 in the humanities. A representative sample of 100 transcripts drawn from the records of the class of 1978 illustrated the almost complete lack of commonality among student programs.

Changing a university curriculum is not an easy task. A large and incredibly diverse constituency must be addressed. Fundamental educational problems such as the question of "depth" versus "breadth" approaches require careful consideration and much debate before consensus can be reached. Logistical considerations in the form of the maximum number of credits in a general education program which still allows students sufficient room in their schedules for increasingly large major requirements loom large. After several hundred hours of meetings, preliminary drafts, faculty surveys and program redrafting, the General Education Review Committee presented its final report to the Undergraduate Affairs Council in November of 1979. A notable feature of the report was its unanimous endorsement by the twelve committee members who represented the diverse components of the University.

General University Requirements
Program Report
Page Two

Following an extensive series of reviews and hearings, the Undergraduate Affairs Council adopted the recommendations of the review committee. The Council made two minor modifications in the recommended program revision, adding an introductory geography course to the earth sciences part of the natural sciences breadth area, and requiring all students to include among their breadth courses one dealing in cultural diversity. The Council's recommendation that the new program be adopted was approved on the basis of its educational merit in May of 1980. The following November, after a report from the Business Affairs Council on the financial implications of the new program, the Senate officially approved it. Later in that academic year the Board of Trustees approved the revision.

The new General University Requirements were implemented for entering freshmen in the fall of 1981. This year all freshmen and students transferring to Eastern from out of state and four-year institutions are under the new requirements. In 1982-83 Washington community college transfer students will be added to those matriculating under the program. This year approximately 3,100 students will be studying in the new requirements. They face a very different program from that applied to former students. At present only 164 courses are available for General University Requirements. This represents a 50% reduction in total courses from the previous program. More importantly, the core of the requirements, List A of the breadth areas, contains only 52 courses, an 82% reduction. Furthermore, within that core students are required to choose a course from each of seven sub-areas, and the lists of options range from a maximum of fourteen to a minimum of three. Every student graduating under the new requirements will have had at least two basic science courses, including at least one laboratory class; a course in literature, one in fine arts appreciation, one in history, one in behavioral science, one in economics or government, and one in critical thinking and analysis. Each student will also have demonstrated his or her proficiency in writing and mathematics, and will have taken at least one course dealing with non-Western and/or minority cultures.

Although much attention has been paid to the general education reform at Harvard University, that celebrated curricular change is in fact much less dramatic than the one implemented at Eastern Washington University. Most institutions of higher education are in the process of considering or implementing changes in their curriculum similar to that which we have already accomplished. Eastern is truly in a position of leadership with respect to its work in this area, and is serving as a model for its sister institutions as they continue to work for reform on their own campuses.

Comparison of Old and New General Education Programs at EWU
(No. of Courses)

Area:	<u>Basic Skills</u>	<u>Humanities</u>	<u>Natural Science</u>	<u>Social Science</u>	<u>Psychomotor</u>
Old:	6	137	65	94	30
New:	6	66	23	47	23
New (List A only):		26	7	19	

Memo



To: H. George Frederickson, President

From: Russ Hartman, Vice President for Administration *Russ*

Date: October 28, 1982

Subject: Contractor/Consultant Minority Employment Report

The Contractor's Minority Employment Report for the month of October 1982, is attached for the information of the Board of Trustees.

The report reflects the minority employment status of each contractor/engineer/architect firm engaged in major projects on the campus. The numbers shown are from the most recent billing from each firm.

cr

Attachment

CONTRACTOR/CONSULTANT MINORITY EMPLOYMENT STATUS REPORT
October 1982

CONTRACTOR/CONSULTANT	Total Workers			Minority Workers (Included in Total)					% of Total
	Men	Women	Black	Asian American	Native American	Spanish Surname	Other		
Tan/Brookie/Kundig Architects-Martin Hall, Computer Services, Sutton Hall Remodel, Dormitories Fire Safety									
A. 1st billing	9	4	0	2	0	0	0	15	
B. last billing 9/1/82	9	2	0	2	0	0	0	18	
STAEFA Controls System Vendor - EMCS									
A. 1st billing	38	18	2	2	0	4	0	14	
B. last billing 9/30/81	47	21	3	7	0	5	1	24	
Thomas J. Gerard & Associates Mech. Engr. - Tawanka HVAC Renovation									
A. 1st billing	28	4	0	1	1	0	0	6	
B. last billing 9/9/82	34	5	0	1	3	0	0	10	
Neal H. Russell Gen. Contractor - Martin Hall									
A. 1st billing	53	8	0	0	0	1	0	2	
B. last billing 3/31/82	59	7	0	0	0	3	0	5	
Barnard & Holloway Architects - JFK Handicapped Improvements									
A. 1st and final billing 7/6/82	1	1	0	0	0	0	0	0	
Brooks/Hensley/Creager Architects - PUB Addition									
A. 1st billing	9	5	0	2	1	0	0	21	
B. last billing 6/30/82	8	3	0	2	1	0	0	27	

CONTRACTOR/CONSULTANT MINORITY EMPLOYMENT STATUS REPORT
October 1982

CONTRACTOR/CONSULTANT	Total Workers			Minority Workers (Included in Total)				% of Total
	Men	Women	Black	Asian American	Native American	Spanish Surname	Other	
Adkinson, Leigh, Sims, Cuppage, Architects								
Baseball Field Relocation/Track Improvements/Pavilion Soffit Repair								
A. 1st billing 15	5	0	1	0	0	0	5	
B. last billing 8/17/82 17	7	0	1	0	0	0	4	
Michael A. Kennedy								
Consultant - Comprehensive Water Plan								
A. 1st billing 19	2	0	2	0	0	0	9	
B. last billing 12/2/81 18	3	0	3	0	0	0	14	
McClintock & Turk, Inc.								
Contractors - Tawanka Hall HVAC Renovation								
A. 1st billing 5	1	0	0	1	0	0	8	
B. last billing 8/31/82 5	1	0	0	1	0	0	8	
Energy Production Systems Inc.								
Contractors - Aquatics Building Solar System								
A. 1st billing 9/17/82 5	4	0	0	0	0	1	11	
IBEX Construction Inc.								
Baseball Field Relocation								
A. 1st billing 8/4/82 10	3	0	0	1	0	0	8	
No billing since								

Memo



To: H. George Frederickson, President
From: Russ Hartman, Vice President for Administration *RH*
Date: October 28, 1982
Subject: Contract Awards Less Than \$17,500

No Public Works Contracts less than \$17,500 have been awarded since the September BOT meeting.

ks

EASTERN WASHINGTON UNIVERSITY
MANAGEMENT REPORTING SYSTEM
QUARTERLY REPORTS
Summer 1982

Prepared By:

Planning & Budgeting Services

October, 1982

EASTERN WASHINGTON UNIVERSITY
QUARTERLY REPORT, SUMMER 1982

		<u>Summer Quarter 1982</u>	<u>Summer Quarter 1981</u>	<u>% Change</u>
A.	STUDENT AND ENROLLMENT INFORMATION			
1.	Contract Enrollment (Average Annual FTE):	NA	NA	NA
2.	Annual Average FTE	7085	7212	- 1.8
3.	Actual FTE Enrollment	1225	2816	-56.5
4.	Actual Headcount Enrollment	2346	4254	-44.9
	By Class Level:			
	Freshman	210	532	-60.5
	Sophomore	165	338	-51.2
	Junior	366	607	-39.7
	Senior	567	847	-33.1
	Graduate	1038	1930	-46.2
	By Sex:			
	Male	1088	1880	-42.1
	Female	1258	2374	-47.0
	By Category:			
	New Freshman	51	120	-57.5
	Transfer	282	851	-66.9
	Former Student Returning	627	1222	-48.7
	Continuing	1386	2061	-32.8
	Non-Matriculated	0	0	0
	By Residence:			
	On Campus - Residence Hall	186	266	-30.1
	Cheney	455	675	-32.6
	Spokane	1566	3049	-48.6
	Other	139	264	-47.3
5.	Number of Students on Financial Aid	3121	2200	41.9
6.	Number of Students on EWU payroll	438	541	-19.0
7.	Average Student Load - Credit Hours	7.20	9.13	-21.1

COMMENTS:

The reason most of the student and course information shows such a large decrease relative to Summer 1981 is that a large number of courses were designated as self-supporting (non-state funded) this year but not last year.

EASTERN WASHINGTON UNIVERSITY
QUARTERLY REPORT, SUMMER 1982

		<u>Summer Quarter 1982</u>	<u>Summer Quarter 1981</u>	<u>% Change</u>
B. ACADEMIC PROGRAM INFORMATION				
1. Student Credit Hours		16,899	38,830	-56.5
By Level:				
	100-200	3,435	9,969	-65.5
	300-400	10,425	21,868	-52.3
	500 & Above	3,039	6,993	-56.5
By Location:				
	On Campus	15,773	32,474	-51.4
	Spokane	826	4,791	-82.8
	Other	300	1,565	-80.8
2. Number of Classes Offered		309	556	-44.4
By Level:				
	100-200	58	103	-43.7
	300-400	179	315	-43.2
	500 & Above	72	138	-47.8
By Location:				
	On Campus	293	467	-37.3
	Spokane	14	70	-80.0
	Other	2	19	-89.5
3. Average Class Size		12.7	17.9	-29.1
4. Student/Faculty Ratio		12.9	26.8	-51.9
5. Average Credit Hours per FTE Faculty		177.0	247.0	-28.3

COMMENTS:

FTEF for Summer 1982 = 95.18; for Summer 1981 = 156.82

Eastern Washington University

Quarterly Report, Oct 1982

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EASTERN WASHINGTON UNIVERSITY

STAFFING REPORT

(12 Month Equivalents)

Summer, 1982

Program Group	FACULTY			ADMINISTRATIVE			CIVIL SERVICE			PART-TIME		
	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance	Budget	Actual	Variance
General Fund	35	31	(4)	72	67	(5)	350	302	(48)	110	107	(3)
Grants & Contracts	15	23	8	23	21	(2)	16	9	(7)	83	27	(56)
Service Funds	0	0	0	0	0	0	49	50	1	16	14	(2)
Auxiliary Enterprises	0	0	0	13	13	0	61	50	(11)	97	54	(43)
	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====	=====
Totals	50	54	4	108	101	(7)	476	411	(65)	306	202	(104)

COMMENTS: The actual civil service f.t.e. is well below the budget because of the large number of 9-10 month positions budgeted. These positions are usually vacant during the summer months.

The actual part-time hourly f.t.e. is down because college work study funds are not awarded during summer quarter.

Eastern Washington University
Office of Controller - General Accounting
1982-83 Financial Plan for Current Funds
Quarterly Report, September 30, 1982

	1982-83 Original Estimate/Budget	1982-83 Revised Estimate/Budget	1982-83 Actual To Date	Percentage Received/ Expended
<u>Revenues, Transfers, and Other Additions:</u>				
Current Funds:				
Unrestricted:				
General Fund Programs	\$29,842,390	\$29,040,545	\$6,057,492	20.9%
Service Activities	440,000	440,000	83,763	19.0%
Auxiliary Enterprises	7,475,000	7,475,000	1,201,728	16.1%
Subtotal Unrestricted	<u>37,757,390</u>	<u>36,955,545</u>	<u>7,342,983</u>	<u>19.9%</u>
Restricted:				
Grants and Contracts	3,200,000	3,200,000	865,619	27.1%
Student Assistance Programs	2,500,000	2,500,000	616,403	24.7%
Subtotal Restricted	<u>5,700,000</u>	<u>5,700,000</u>	<u>1,482,022</u>	<u>26.0%</u>
Total Current Funds Revenues	<u>\$43,457,390</u>	<u>\$42,655,545</u>	<u>\$8,825,005</u>	<u>20.7%</u>
<u>Expenditures and Other Deductions:</u>				
Current Funds:				
Unrestricted:				
General Operations	\$29,842,390	\$29,040,545	\$6,234,090	21.5%
Service Activities	434,470	434,470	66,898	15.4%
Auxiliary Enterprises	7,796,528	7,796,528	899,071	11.5%
Subtotal Unrestricted	<u>38,073,388</u>	<u>37,271,543</u>	<u>7,200,059</u>	<u>19.3%</u>
Restricted:				
Grants and Contracts	3,200,000	3,200,000	865,619	27.1%
Student Assistance Programs	2,500,000	2,500,000	616,403	24.7%
Subtotal Restricted	<u>5,700,000</u>	<u>5,700,000</u>	<u>1,482,022</u>	<u>26.0%</u>
Total Current Funds Expenditures	<u>\$43,773,388</u>	<u>\$42,971,543</u>	<u>\$8,682,081</u>	<u>20.2%</u>

Report reflects revenues and expenditures for period of July 1, 1982 through September 30, 1982.
Actual figures include encumbrances.

STATUS OF CAPITAL IMPROVEMENTS

Project Name	Estimated Project Cost	Expenditures to 9/30/82	Current Phase 1	Project Phase Percent Completed	Estimated Completion Date 2	Architect/Contractor
<u>Major Projects:</u>						
Aquatics Building	1,765,000	1,748,238	Equipment Purchase	80%	12/82	Artistic Consultants
Martin Hall Remodel	3,725,000	3,477,069	Construction/Equip. Purch.	95%	12/82	Neal H. Russell/Equip. Vendors
PUB Addition	3,300,000	188,785	Design	95%	10/82	Brooks/Hensley/Creager
Fieldhouse Solar	285,000	4,371	Construction	10%	1/83	Energy Production Systems
Computer Center	2,581,000	352,281	Design	40%	1/83	Tan-Brookie-Kundig
Sutton Hall Remodel	2,650,000	7,092	Predesign/Programming	60%	10/82	Tan-Brookie-Kundig
Dormitory Fire Safety	2,750,000	30,548	Master Planning	50%	12/82	Tan-Brookie-Kundig
Tawanka HVAC	650,000	113,401	Construction	30%	2/83	McClintock & Turk
<u>Minor Improvements:</u>						
1. HPE Elevator	175,000	131,830	Project Completed	100%	-	-
2. Showalter HVAC Renovation	50,000	34,659	Schematic Design Completed	100%	-	-
3. Pavilion Soffits	30,000	605	Design	95%	12/82	A.L.S.C.
4. Biology Greenhouse	58,000	73,485	Project Completed	100%	-	-
5. Tunnel Egress	195,000	11,490	Project Canceled	-	-	-
6. Cadet Hall Fire Alarm	30,000	11,826	Project Completed	100%	-	-
7. Rozell Chemical Storage	40,000	3,761	Design Compl/Proj On-Hold	100%	-	Toribara & Ressa
8. Arts Meadow Planning	20,000	16,510	1st Phase Completed	100%	-	-
9. Energy Management	240,000	147,884	Construction	95%	6/83	Environment Mgmt Systems
10. Waterproof Tunnel	7,000	0	Project Canceled	-	-	-
11. Central Air Control	55,000	16,343	Design Completed	-	-	-
12. Boiler Economizer	280,000	290,431	Project Completed	100%	-	-
13. President's House HP	20,000	0	Project Canceled	-	-	-
14. Patterson Insulation	19,000	5,303	Project Completed	100%	-	-
15. Rozell Pump Replace	35,000	0	Project Canceled	-	-	-
16. Comprehensive Water Plan	11,000	8,991	Study	99%	7/82	Kennedy Associates
17. RTV Chill Water	75,000	0	Project Canceled	-	-	-
18. IMC Darkroom	2,100	28,346	Project Completed	100%	-	-
19. Senior Hall Utilador	20,000	39,358	Project Completed	100%	-	-
20. Isle Hall Entry Vestibule	9,000	10,714	Project Completed	100%	-	-
21. PUB Commuter Lounge Door	2,500	2,083	Project Completed	100%	-	-
22. Entry Alarms	5,000	0	Project Completed	100%	-	-
23. Fire Report System	20,000	0	Project Completed	100%	-	-
24. Art Building Electrical	10,000	0	Predesign	0%	12/82	Physical Plant
25. Baseball Field Relocation	10,000	16,990	Construction	90%	10/82	ALSC/IBEX Construction
26. Track Facilities Improvements	30,000	4,179	Construction	80%	10/82	ALSC/Hamre Construction
27. Library Shelving	20,000	20,212	Project Completed	100%	-	-
28. Isle Hall Remodel	20,000	1,053	Project On-Hold	-	6/83	Physical Plant
29. Transcript Security	15,000 R*	0	Project On-Hold	-	-	-
30. Personnel Office Remodel	20,000	14,146	Project Completed	-	-	-
31. Education Lab Remodel	0 R	0	Project Canceled	-	-	-
32. Maintenance Shop Relocation	180,000	8,695	Contract Award	95%	10/82	Turn-Key Incorporated
33. Art Dust Collector	25,000	0	Predesign	0%	1/83	Engineering Services
34. Cheney Ground Fault Interrupters	1,400	136	Construction	25%	12/82	Physical Plant
35. Cheney Exhaust	25,000	1,625	Design	5%	3/83	Engineering Services
36. Science 202 Exit	5,000	136	Predesign	0%	12/82	-
37. Fire-Security	50,000	16,384	Equipment Purchase	80%	6/83	Physical Plant
38. AA Spectro Ventilate	4,300	5,686	Project Completed	100%	-	-
39. Tawanka Mall	80,200 R	80,200	Project Completed	100%	-	-
40. Steam Joint Repair	60,000 R	52,085	Equipment Installation	0%	6/83	Physical Plant

* "R" represents REVISED

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Project Name	Estimated Project Cost	Expenditures to 9/30/82	Current Phase 1	Project Phase Percent Completed	Estimated Completion Date 2	Architect/Contractor
Minor Improvements: (Cont.)						
41. Boiler Recover	0 R	0	Project Canceled	-	-	-
42. Patterson Steam	20,000 R	16,931	Project Completed	100%	-	-
43. Senior Steam	20,000 R	1,982	Project Completed	100%	-	-
44. Monroe Steam	30,000 R	193	Project Canceled	-	-	-
45. Security Lighting	5,000	3,839	Material Purchase	75%	6/83	Physical Plant
46. Central Mgmt Control Systems	41,300	28,382	Equipment Purchase	100%	-	-
47. Cheney Electrical	5,000 R	1,461	Construction	25%	3/83	Physical Plant
48. Drafting Lighting	0 R	0	Project Canceled	0%	-	-
49. Masonry Repair	15,000 R	889	Construction	5%	6/83	Physical Plant
50. Brick Paver Repair	25,000 R	20,029	Construction	75%	3/83	Physical Plant
51. Campus Signage	25,000 R	20,986	Construction	75%	6/83	Physical Plant
52. Floor Coverings	30,000	28,720	Purchase/Install	95%	6/83	Physical Plant
53. Safety Contingency	8,000	87	-	-	6/83	Physical Plant
54. Project Contingency	6,000	516	-	-	6/83	-
55. Planning Projects	25,000	2,430	Project Completed	100%	-	-
56. Replace Senior Hall Xfms	20,000 R	35,118	Project Completed	100%	-	-
57. Campus Preplan	50,000	7,565	Preplanning	-	6/83	A/E to be selected
58. Science Building Still	14,000	8,166	Project Completed	100%	-	-
59. Greenhouse Still	5,000	6,845	Project Completed	100%	-	-
60. Alber's Court Glass	12,000	10,642	Project Completed	-	-	-
61. Monroe Hall Partitions	3,300	2,489	Project Completed	-	-	-
62. Dance Studio Structural Analysis	1,000	57	Project Completed	-	-	-
63. Cheney Hall Rms 106/107 Vent.	2,500	0	Project Canceled	-	-	-
64. Phys Optics Lab-Science Vent.	15,000	0	Health/Safety Investigation	10%	10/82	Eng Srvcs/Phys Plant
65. Science Room 140 Vent.	1,500	0	Health/Safety Investigation	10%	10/82	Eng Srvcs/Phys Plant
66. Cheney Hall Room 3 Vent.	2,000	0	Project Canceled	-	-	-
67. Geochemistry Lab-Sci Eyewash	1,500	514	Project Completed	100%	-	-
68. Art Lab Ventilation	15,000	0	Health/Safety Investigation	10%	10/82	Eng Srvcs/Phys Plant
69. Science Room 142/143 Vent.	8,000	0	Health/Safety Investigation	10%	10/82	Eng Srvcs/Phys Plant
70. Pavilion Wt Rm Floor Replacemnt	9,000	8,740	Project Completed	-	-	-
71. Dental Hygiene Office Remodel	3,000	0	Predesign	0%	6/83	Eng Srvcs/Phys Plant
72. Library Dock Renovation	3,000	23	Construction	25%	12/82	Physical Plant
73. Fac. Org. Off. 309/309A Remodel	3,000	2,356	Project Completed	-	-	-
74. Tawanka Mall Sprinkler Sys	15,000	11,799	Project Completed	-	-	-
75. SHW 310 Ceiling Vent.	6,000	0	Project Canceled	-	-	-
76. SHW 4th Floor Insulation	20,000	0	Design	50%	12/82	Eng Srvcs/Phys Plant
77. Patterson Office Storm Windows	10,000	387	Design	25%	12/82	Eng Srvcs/Phys Plant
78. Kingston Office Storm Windows	10,000	0	Design	25%	12/82	Eng Srvcs/Phys Plant
79. SHW 109 Storm Windows	10,000	6,589	Design	25%	12/82	Eng Srvcs/Phys Plant
80. Patterson 358 Office Remodel	3,000	0	Project On-Hold	0%	-	-
81. Biology Lab 254 Sink	1,000	339	Project Completed	100%	-	-
82. RTV Office Construction	1,500	472	Predesign	0%	3/83	Eng Srvcs/Phys Plant
83. HPE Exterior Doors	18,000	13,586	Construction	10%	3/83	Eng Srvcs/Phys Plant
84. Patterson Ext. Cornices Repair	7,500	0	Preconstruction	0%	3/83	Physical Plant
85. Industrial Ed. Foundation Repair	5,000	3,929	Completed	100%	-	-
86. Existing Baseball Field Repairs	15,000	28,222	Project Completed	-	-	-
87. Vent. of Spirit Duplicators	8,000	11,575	Construction	-	6/83	Physical Plant
88. Surbeck Utilities Expansion	20,000	355	Construction	10%	3/83	Eng Srvcs/Phys Plant

¹ See 1981-82 Capital Projects Plan for full schedule.

² Denotes estimated completion date for current phase of the project.

EASTERN WASHINGTON UNIVERSITY
MANAGEMENT REPORTING SYSTEM
REPORT NUMBER FIFTY-NINE
Quarterly Audit Follow-up

Prepared By:
Internal Auditor
October, 1982

EWU

Memorandum

To: Fred S. Johns, Vice-President for Business and Finance
From: Ron Hall, Director of Internal Audit
Date: October 8, 1982
Subject: Quarterly Audit Followup Report - Third Quarter, 1982

The following audits have also been completed:

1. Physical Inventory Audit at 6/30/82 - Central Stores
2. Inventory Control Section - Review of Annual Equipment Inventory at 6/30/82

The completed reports have been distributed to the appropriate officials. Since their response to specific findings and/or recommendations are not scheduled until the end of October, these audits are not included on the quarterly audit followup report for the third quarter of 1982.

cc: I. Zarling
B. Shaw
File

<u>AUDIT FIRM</u>	<u>FINDINGS & RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>COMMENTS</u>	<u>OFFICIAL RESPONSIBLE TO TAKE ACTION</u>
State Auditor as of June, 1978	1. Equipment Inventory System	X			X	Equipment detail (basic data, ie., the tag #, disc., P.O.#, amt., acq. date and etc.) for approximately 35,000 and 15,000 retired, (meaning disposed) items. The items disposed of will be on a separate file and retained for record keeping purposes.	Fiscal Analyst and the Controller
	2. Equipment detail not up- dated into Property Manage- ment System on a timely basis.	X			X	The General Ledger equipment inventory control account was adjusted to the computerized property management account as of 6/30/82. Next year to write- off items capitalized under \$300.00 as per State of Wash- ington Office of Financial Management guidelines.	Fiscal Analyst
State Auditor, Audit of Computer Center, 11/25/81, by Data Process- ing EDP auditor	3. \$100,000 recorded as revenue in Service Center fund. Not earned. Ex- penditure for capital purchase not capitalized.	X			X	State Auditor completed audit Aug- ust 27, 1982. Since the Data Processing Center status as a Service Center was discontinued May 1, 1982 this finding is no longer applicable.	Data Processing Manager
	4. Liabilities, depreciation, and some fixed assets not properly recorded into the Service Center Financial Statements.	X			X	State Auditor completed audit Aug- ust 27, 1982. Since the Data Processing Center status as a Service Center was discontinued May 1, 1982 this finding is no longer applicable.	Data Processing Manager

<u>AUDIT FIRM</u>	<u>FINDINGS & RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>COMMENTS</u>	<u>OFFICIAL RESPONSIBLE TO TAKE ACTION</u>
Federal Audit all resolutions pending "Federal Office of Educa- tion" Review. (Financial Aid Programs for Period 78-80.) Completed by the Internal Audit Dpt. upon approval D.H.E.W. 4/25/81	5. Completion of Federal Self- evaluation material.	X			Partially	In process, will be completed October 30, 1982.	Director of Financial Aid and the Controller
Internal Audit, Physical Plant 11/80.	6. Policies and Procedures manual for overall Campus Security.	X			Partially	The final draft of policies has been submitted by Campus Police Chief. Set for implementation by January 30, 1983.	Director of Physical Plant
Internal Audit, Bank discounts, Canadian funds, 10/25/81	7. Canadian funds should be uniformly processed.	X			X	Procedures for the handling of discounts on foreign checks have been implemented.	Controller
Internal Audit, Bank discounts, Canadian funds, 10/25/81	8. Determination of bank discount rate s/h cent- ralized.	X			X	Same as (7) except it was decided at this time to allow each cashiering center to call the bank to get the current discount rate.	Controller
Internal Audit Bus. F. Dept. Copying cash revenue 12/1/81	9. Expend. from cash on hand must be administered by using the imprest cash system.	X			X	It was decided not to request use of a Petty Cash Fund. Expenditures not covered under regular imprest fund regulations will be processed via the EWU Foundation.	Dean of Business

AUDIT FIRM	FINDINGS & RECOMMENDATIONS	CONCUR	PARTIAL CONCUR	DO NOT CONCUR	IMPLEMENTED	COMMENTS	OFFICIAL RESPONSIBLE TO TAKE ACTION
Internal Audit Student Union Cashiering 4/27/82	10. Transfer of cash between the Pub & Dining Services should be documented. The procedure for accepting a used change fund back from Dining Services is not adequate.	X			X	New procedures have been implemented to control exchange of change funds between the PUB-Cashier and Dining Services Function, both of which are located in the Student Union.	Pub Business Manager
	11. The cash register change fund drawer should be closed at the end of each cash transaction.	X			X	New procedures have been instituted which require all cash register operators to close the cash drawer after each transaction.	Pub Business Manager
Internal Audit, Printing Fund Oper. Audit, 3/23/82	12. The monthly financial statements do not correctly report the financial results of the Printing fund operations.	X			X	Though some problems were noted related to the reporting of equipment purchases, the Financial Statements now reflect more accurately the results of Financial operations.	Controller
Internal Audit, Tuition & Fee Audit, Smr., 81, 3/12/82	13. Tuition refund policies due to withdrawals are not clear.	X				Written policies and procedures will be updated, approval obtained and implementation set up in stages, beginning Fall Qtr, 82 with completion by Winter Qtr, 83.	Controller
	14. Due to lack of written desk procedures, refunds of tuition fee refunds are not consistently applied.	X					
	15. Tuition fee guidelines are not applied consistently for forfeited fees due to withdrawal after the cutoff date.						

<u>AUDIT FIRM</u>	<u>FINDINGS & RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>COMMENTS</u>	<u>OFFICIAL RESPONSIBLE TO TAKE ACTION</u>
Internal Audit, Tuition & Fee Audit, Smr., 91, 3/12/81	16. Student Accounting receives no notification of change of credit hours except for complete withdrawals.	X				Written policies and procedures will be updated, approval obtained and implementation set up in stages, beginning Fall Qtr, 82 with completion by Winter Qtr, 83.	Controller
	17. Some students are paying the undergraduate fee for course work completed toward their master's degree, up to an accumulative total of 15 credits.		X		X	A survey of other state insti- tutions indicated that this policy is being followed within specific constraints in order to avoid possible abuse.	Vice President for Business and Finance
Internal Audit Drama Dept. Ticket Sales, 7/13/82	18. Due to not following pre- scribed written procedures for ticket sales, we were unable to complete our audit of tickets sold for (2) of (4) performances audited.	X			X	Steps are now being taken to insure that now employees are trained in ticket selling and cash reconcil- iation procedures.	Chairman, Dept. of Theatre
	19. Deposit of ticket revenues are not timely. Keeping excess cash on hand can result in loss by theft or other means.	X			X	Cash receipts from sales of Drama tickets are now being deposited the day following the performance.	
	20. The present Theatre box office procedures manual needs to be updated in order to meet adequate internal control standards.	X				The present theatre box office proce- dures will be updated by 10/30/82 to include ticket control procedures as prescribed by the office of Financial Management.	

AUDIT FIRM	FINDINGS & RECOMMENDATIONS	CONCUR	PARTIAL CONCUR	DO NOT CONCUR	IMPLEMENTED	COMMENTS	OFFICIAL RESPONSIBLE TO TAKE ACTION
Internal Audit, Cashiering Investigation, 5/4/82	21. Keys to change fund drawers are not adequately secured.	X			X	All keys to locking cash drawers are kept in the safe. Only the head cashier and the other F/T cashier has access to where the keys are kept.	Controller
	22. Change fund transfer procedures between the cashier supervisor and the tellers are not adequate.	X			X	Documentation of cash transfer procedures as well as other steps to tighten the control over cash have been satisfac- torily implemented.	Controller
	23. The office safe and cashier's desk are both located too close to the entrance of the cashiering office.	X			X	The safe in the cashier's office has been moved from normal foot traffic. Cashiering supervisor's desk now sets between foot traffic and the safe.	Controller
	24. Cash short and over is not entered into the General Ledger system daily.	X				Though cash short is entered monthly into the system, long range plans include providing for a code in the Financial Accounting System that will record this data. May not occur until the later part of 1983.	Controller
	25. Though a system is estab- lished that will identify shortages by month, there is not adequate followup in order to alleviate the shortages.	X				Plans are being made to change the method of cashiering checkout and balancing that will hold the teller responsible for daily balancing and accountability of overages and shortages. Implemen- tation is set for 12/30/82.	Controller

<u>AUDIT FIRM</u>	<u>FINDINGS & RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>COMMENTS</u>	<u>OFFICIAL RESPONSIBLE TO TAKE ACTION</u>
Internal Audit Cashiering Investigation, 5/4/82	26. Each teller has access to the office safe during daily operations.	X			X	After checking out, the tellers give their drawer key and deposit to the cashier supervisor. Locked cash bags are immediately put in to the safe.	Controller
	27. Prenumbered receipts used out of sequence had not been used for as long as twelve months.	X			X	Steps have been taken to make certain receipts are used in proper numerical sequence in order to maintain daily control of numbers used.	Controller
	28. Relief cashiering procedures are not adequate.	X			X	Teller must lock her drawer when she goes on a break. If relieved by another teller, she must balance out and deposit her cash. The new teller is issued her own change fund.	Controller
Internal Audit, Student Union Cashiering Investigation	29. There is a lack of written policies and procedures for the handling of change funds and cash receipts.	X				Written policies and procedures for handling, control, and processing of cash receipts and change funds will be completed by 10/31/82.	PUB Business Manager
	30. The entry door to the PUB-Cashier cage does not have an adequate lock.	X				A new lock will be installed by Physical Plant personnel by 10/21/82.	PUB Business Manager
	31. Entry to the PUB-Cashier cage is not secured due to not having the enclosing walls extend to the ceiling.	X				A job order has been submitted to Physical Plant to have wire meshing installed. Will be completed by 10/31/82.	PUB Business Manager

<u>AUDIT FIRM</u>	<u>FINDINGS & RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>COMMENTS</u>	<u>OFFICIAL RESPONSIBLE TO TAKE ACTION</u>
Internal Audit, Student Union Cashiering Investigation	32. Documentation to support accountability of cash is not always properly signed and approved.	X			X	Cashier will sign all daily event sheets and are now sent to the PIIB Manager for his approval.	PIIB Business Manager
	33. Deposits accepted from the dining services operation were not always supported by a cash register tape.	X				Starting 10/15/82, a cash register has been transferred from dining services-Tawanka, to be used for Faculty Lounge and Coffee sales.	PIIB Business Manager
	34. In order to insure that each sale is rung up on the cash register and to protect against the customer receipt being used for a fraudulent over-ring slip, the customer should always be given the cash register receipt for their purchase.	X			X	Cash register customer receipts may not be used any longer to support voids or over-rings. A special form has been devised that must be signed by the customer and the head cashier.	PIIB Business Manager
	35. Each cash register operator must be held accountable for their own change fund and sales receipts.	X			partially	Procedures have been implemented to hold each cash register operator responsible for their change fund, cash receipts, deposits, and any cash over and short. However, written procedures to document this procedure will not be completed until 10/30/82.	PIIB Business Manager
	36. Control over cash over and short is not adequate due to a lack of timely management review a followup reporting system.	X			X	A cash over and short report is now being forwarded to the PIIB Business Manager for his review.	PIIB Business Manager

<u>AUDIT FIRM</u>	<u>FINDINGS & RECOMMENDATIONS</u>	<u>CONCUR</u>	<u>PARTIAL CONCUR</u>	<u>DO NOT CONCUR</u>	<u>IMPLEMENTED</u>	<u>COMMENTS</u>	<u>OFFICIAL RESPONSIBLE TO TAKE ACTION</u>
Internal Audit, Student Union Cashiering Investigation	37. Access to the PUB-Cashiers cage should be restricted to cashiering personnel only.	X			X	Access to the PUB-Cashiers cage will be restricted to cashiering personnel only.	PUB Business Manager
	38. Entry to the PUB-Eagle Shop retail store and candy sales area is not adequately secured.	X			partially	The sliding gate to the Eagle Shop has been repaired. A bolt and lock will also be installed by Physical Plant by 10/21/82.	PUB Business Manager
	39. All locks for secured compartments within the cashiering safe are not adequate for preventing unauthorized access.	X			X	All locks were changed. Also, the safe combinations were changed as well as replacing exposed screws with flat faced screws.	PUB Business Manager

EASTERN WASHINGTON UNIVERSITY
MANAGEMENT REPORTING SYSTEM
REPORT NUMBER SIXTY

University Conferences Annual Report

Prepared By:
Planning & Budgeting
October, 1982

EWU

To: Don Manson, Director, Auxiliary Enterprises
From: Darlene Ritter, Acting Director, University Conferences
Date: September 13, 1982
Subject: Annual Report - University Conferences, Auxiliary Enterprises

The University Conference Center is the focal point for university and non-university groups or individuals needing conference and workshop planning and support services such as facilities, housing, food service, printing and brochures and cost control. The University Conference Center serves the entire University as well as many outside agencies, including federal, state, city and the private sector. Specific outside agencies include DSHS, Future Spokane, Watchtower, Rainbow, Job's Daughters, Soil Conservation, Dreambuilders, Bagpipers, Spokane Chamber of Commerce, Kiwanis, La Leche, Agriculture Forestry Foundation, Inland Power & Light, Telephone Utilities of Washington and the Cheney Chamber of Commerce. Primary coordination for the Seahawk summer camp and the EWU Seahawk Stampede Weekend is done through the University Conference Center.

Summers are filled with camps and conferences, adding flavor not normally encountered during the academic year: Muslim students in traditional dress, Job's Daughters in Bethel dresses and hooped skirts, cheerleaders with cheers bursting forth from competing groups anywhere they happen to be and Judo students in competition attire.

During the summer of 1982, the University Conference Center had one week football, baseball, volleyball, cheerleading, swimming, judo, soccer, wrestling and gymnastics camps, four weeks of basketball camps and a two week high school creative arts camp. There were 1,733 high school and junior high students in attendance at the camps, with 800 from Eastern Washington, 400 from Western Washington, 312 from Canada, 80 from Idaho, 98 from Oregon, 3 from California, 26 from Montana, 1 from Nevada, Colorado and New York and 7 from Alaska. Job's Daughters' conference had 1,300 participants, Muslim Students Association conference had 300 participants, and the National Standards Council of American Embroiderers had 200 women coming from all over the United States. The Embroiderers were impressed with the cleanliness of the University, its beauty, the quality of meals and its safety. Elderhostel, a program for senior citizens, drew 39 participants from across the United States for a week's stay with special classes and outings planned for them.

The Special Events Pavilion was in use from the middle of June through the middle of August, along with a large portion of the other facilities in the athletic complex, Pence Union Building, the dorm system, and with some use of the academic buildings.

Support to campus activities included all logistical arrangements for coffees, special dinners, special events such as the Centennial, various meetings, including the Board of Trustees, and certain aspects of athletic events.

Plans for the 1982-83 year include increasing the housing usage of Louise Anderson Hall on an individual and team basis through increased promotion. We also plan to use LA Hall as a center for all conference and workshop facility needs when possible. Program development is now in process for several new camps and conference groups for the summer of 1983. Negotiations are in process with some large private agencies to make EWU the summer location for their conferences. The Seahawks' summer program will be supported again by the University Conference Center.

Revenue sources are continually being explored in an effort to maximize net profit and offset program expenses. Increased emphasis will be given to selling advertising space in brochures with a goal of covering all camp and conference promotion costs.

Continued efforts will be made to work closely with the faculty and student groups giving support to their professional meetings, conferences and activities.

University Conferences looks forward to a busy and productive 1982-83 year.

EASTERN WASHINGTON UNIVERSITY
MANAGEMENT REPORTING SYSTEM
REPORT NUMBER SIXTY-ONE
Housing, Quarterly Report

Prepared By:
Planning & Budgeting
October, 1982

EWU

Memorandum

To: Bob Graham, Director of Facilities

From: Don Manson, Director of Auxiliary Enterprises

Date: October 7, 1982

Subject:

Here is the Housing Quarterly Report for information for the October, 1982 Board of Trustees meeting.

Overall occupancy is down from 99.0% for Fall 1981 to 93.5% (-5.5%) Fall of 1982. Applications were down 198 (-9.6%) between last year and this year. Male occupancy is up slightly (by 5) and women occupancy is down 108 or -11.8%. Institutionally, women comprise 51% of the total enrollment for both Fall 1981 and 1982. In addition, first quarter freshmen women enrollment is down only 23 compared to last year. Although no specific answers for the large drop in women are currently available, we are trying to find them.

We are moving rapidly on plans for Winter and Spring quarters to increase retention in the housing and dining system. Several ideas have developed from a retreat designed around an analysis of student needs, positive aspects, and negative aspects of our residential life program. We plan to implement some of these ideas where time and funds permit.

A significant recruiting effort was made during Spring and Summer of 1982 to increase housing occupancy for the Fall. Brochures, special mailings, and a more vigorous involvement in the admissions process were all designed to convince students to live in our housing system.

We will be developing and implementing plans and strategies for next year and beyond designed to achieve full housing system occupancy.

<u>HALL CAPACITY</u>		<u>OCCUPANCY - FALL 1981</u>				<u>OCCUPANCY - FALL 1982</u>			
		<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>	<u>%</u>	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>	<u>%</u>
DRESSLER	333	148	184	332	99%	175	146	321	96%
DRYDEN	246	119	120	239	97%	109	113	222	90%
MORRISON	413	203	208	411	99%	191	197	388	94%
PEARCE	429	195	234	429	100%	203	185	388	90%
STREETTER	<u>328</u>	<u>154</u>	<u>174</u>	<u>328</u>	<u>100%</u>	<u>146</u>	<u>171</u>	<u>317</u>	<u>97%</u>
TOTAL	1749	819	920	1739	99%	824	812	1636	93.5%

	<u>FALL 1981</u>	<u>FALL 1982</u>
OPENING COUNT	1739	1636
CANCELLATIONS BEFORE LAST REFUND DATE	268	194
CANCELLATIONS AFTER LAST REFUND DATE	40	15
NO SHOWS	<u>35</u>	<u>39</u>
TOTAL APPLICATIONS	2082	1884

<u>HALL</u>	<u>CAPACITY</u>	OCCUPANCY FALL 1981				OCCUPANCY WINTER 1982				OCCUPANCY SPRING 1982				<u>ANNUAL AVERAGE</u>	
		<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>	<u>%</u>	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>	<u>%</u>	<u>MALE</u>	<u>FEMALE</u>	<u>TOTAL</u>	<u>%</u>		
DRESSLER	333	148	184	332	99%	135	151	286	85%	121	133	254	76%	291	87%
DRYDEN	246	119	120	239	97%	114	111	225	91%	97	98	195	79%	219	89%
MORRISON	413	203	208	411	99%	196	182	378	91%	184	144	328	79%	372	90%
PEARCE	429	195	234	429	100%	183	210	393	91%	144	163	307	71%	376	87%
STREETER	328	154	174	328	100%	147	165	312	95%	133	148	281	85%	307	93%
TOTAL	1749	819	920	1739	99.4%	775	819	1594	91.1%	679	686	1365	78%	1565	89%

Using Winter quarter 1982 as a base, the following is a breakdown by class standing:

Freshman	51%
Sophomore	26%
Junior	15%
Senior	6%
Graduate	1%

EWU HOUSING 1982-83

<u>RESIDENCE HALLS</u>	<u>DESIRED CAPACITIES</u>	<u>APPROXIMATE ROOM & BOARD FOR ACADEMIC YEAR</u>	
Cecil P. Dryden Hall	246	\$2208*	2133**
Graham M. Dressler Hall	333	2208*	2133**
George Pearce Hall	429	2208*	2133**
Ruth Cheney Streeter Hall	328	2208*	2133**
Zelma Reeves Morrison Hall	413	2208*	2133**

<u>Other University-Operated Housing</u>	<u>Capacities</u>	<u>Monthly Rent</u>
Married Student Court	36 one-bedroom units	\$115
Holter House	8 one-bedroom units	155
Holter House	4 two-bedroom units	195
Anna Maria	12 one-bedroom units	200
Anna Maria	8 two-bedroom units	225

*Based on Double Occupancy - full meal plan

**Based on Double Occupancy - 14 meal plan

EASTERN WASHINGTON UNIVERSITY
MANAGEMENT REPORTING SYSTEM
REPORT NUMBER FIFTY-EIGHT "A"
Student Employment Follow-up

Prepared By:
Student Services
October, 1982



Career Planning and Placement

310 Showalter Hall

Cheney, Washington 99004
509 359-2221

Student Employment Update of Annual Report

Upon the request from the Board of Trustees at the October meeting, additional Student Employment statistics have been compiled for the 1980-81 academic year as a comparison to 1981-82. Current 1982-83 Student Employment figures and estimated earnings for off-campus positions are also listed. See the attached chart.

The Personnel Office has submitted the following employment figures for non-students employed by Eastern Washington University. The areas of greater concentration are Tawanka and Physical Plant.

June, 1980

261

June, 1981

125

June, 1982

97

August, 1982

92

September, 1982

	1980-81	Gross Wages Earned	1981-82	Gross Wages Earned	1982-83*	Gross Wages**
Federal Work-Study						
On-Campus	412	\$304,375.23	518	\$428,991.91	504	\$417,794.00
Off-Campus	45	33,890.38	25	17,299.52	0	0
State Work-Study	136	163,426.59	277	337,657.45	289	352,322.00
On-Campus	22	23,203.06	18	16,611.76	21	22,678.00
Student Hourly						
On-Campus	2358	1,485,088.58	2064	1,425,648.77	2026	1,400,000.00
Off-Campus	No fig. Avail.		36	64,041.60	49	118,859.00

* Projected number of students employed

** Projected gross earnings



Attachment V.F.

Faculty Organization/Academic Senate

309 Showalter Hall

Cheney, Washington 99004
509-359-2279/2201

October 12, 1982

Mrs. James E. Chase
Chairperson
EWU Board of Trustees
East 2811 Upriver Drive
Spokane, WA 99207

Dear Mrs. Chase

On behalf of the Rules Committee of the Eastern Washington University Senate-council structure, I wish to respond to the request by the Board of Trustees that the Faculty Organization consider and redraft the by-laws regarding grievances and appeals. The faculty members of the Rules Committee are vitally interested in drawing up a workable grievance and appeals procedure. We are presently in the process of working with the administration toward arriving at a mutual understanding of shared governance and in reviewing the points of difference between the salary plan adopted by the Board and the Senate's plan in hopes of being able to recommend revisions that are mutually agreeable. We are moving forward on these matters. Just as soon as these issues are settled, we will convey your request to the Faculty Affairs Council for action.

Sincerely,

Dr. Lula Schroder
President, Faculty Organization

LS:mt

cc: Ken Dolan, Secretary to the Board